

County Clerk-Recorder

Jim McCauley, County Clerk-Recorder-Registrar of Voters

MISSION STATEMENT

To provide courteous, prompt and professional recording and elections services as required by state and federal law to the citizens and public agencies of the County with the utmost integrity, fairness, consistency, legal compliance and cost-effectiveness, using both the department's trained and committed staff and technology to advance operations.

COUNTY CLERK-RECORDER FUND 100 / 22300

	Actual 2004-05	Actual 2005-06	Requested 2006-07	Recommended 2006-07	Change %	Adopted 2006-07
Expenditures						
Salaries and Employee Benefits	\$ 3,398,398	\$ 3,917,800	\$ 4,952,980	\$ 4,890,474	25%	\$ 4,890,474
Services and Supplies	2,062,542	2,677,325	2,553,255	2,527,156	-6%	2,533,956
Other Charges	1,212,639	-	-	-	0%	-
Capital Assets	-	25,793	1,811,000	1,811,000	6921%	1,909,290
Intra Fund Charges	196,379	227,683	270,523	270,523	19%	286,033
Gross Budget:	6,869,958	6,848,601	9,587,758	9,499,153	39%	9,662,253
Intra Fund Credits	(41)	(7,002)	-	-	-100%	-
Net Budget:	\$ 6,869,917	\$ 6,841,599	\$ 9,587,758	\$ 9,499,153	39%	\$ 9,662,253
Revenue						
Taxes	\$ 6,693,486	\$ 5,824,042	\$ 4,475,000	\$ 4,475,000	-23%	\$ 4,475,000
Intergovernmental Revenue	1,036,043	514,108	1,850,000	1,850,000	260%	1,924,850
Charges for Services	3,366,693	2,691,787	3,728,448	3,728,448	39%	3,816,698
Miscellaneous Revenue	8,834	10,854	-	-	-100%	-
Total Revenue:	11,105,056	9,040,791	10,053,448	10,053,448	11%	10,216,548
Net County Cost:	\$ (4,235,139)	\$ (2,199,192)	\$ (465,690)	\$ (554,295)	-75%	\$ (554,295)
Allocated Positions	58	63	63	63	0%	63

CORE FUNCTIONS

Clerk-Recorder

The department is charged with the recording and indexing of property and vital records in the County, including the issuance of certified copies of official documents, and maintaining specified registrations. These services are provided to the public and to title companies and other agencies involved in property transactions.

Elections

The department is also responsible for conducting voter registration and outreach, federal, state and local elections, and for providing related services for citizens, candidates and public officials in the County, including for cities, school and special districts.

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FY 2005-06 Major Accomplishments

- Recorded and indexed over 175,000 legal documents in 2005; indexed over 6,850 vital records; issued over 2,000 marriage licenses and issued over 10,800 vital record copies.
- Converted existing and newly recorded maps to digital format to improve storage, access, and reproduction quality for the public and continued important conservation efforts and computerized indexing of older records.
- The County Clerk's division effectively restricted access to certified birth and death copies and veterans' DD-214 records, in accordance with new state laws, to help prevent identity theft.
- Conducted the November 2005 Special Statewide Election with the 8th highest voter participation rate in the State; completed the November 2005 Special Statewide Election semi-final count (election night ballot counting) within three and a half hours after the close of the polls.
- Continued the award winning High School Voter Outreach Program; provided Internet access to campaign financial disclosure forms and distributed annual conflict-of-interest filing forms to more than 1,250 Placer County officeholders and public officials.
- Added and / or updated over 17,200 voter registrations between the November 2004 Presidential General Election and the November 2005 Statewide Special Election — resulting in 254 polling places, and over 1,200 poll and other election workers for the November Statewide Special Election.

FY 2006-07 Planned Accomplishments

- Record and index an estimated 180,000 documents in 2006 while continuing to meet quality and timeliness standards; index an estimated 7,200 vital records and issue 10,500 vital record copies while maintaining strict access control over birth, death, and military records in accordance with state laws.
- Begin implementation of electronic recording with both governmental agencies and private entities; continue active participation in other Clerk-Recorder-Elections legislative efforts and continue implementation of legislated privacy requirements.
- Conduct a successful November 2006 Gubernatorial General Election for an estimated 180,000 registered voters; rank among the top ten of all California counties in the percentage of both eligible voters registered to vote and registrants actually voting in the election; tabulate 99% of all non-absentee and non-provisional votes cast at precincts within three hours of the polls closing.
- Implement new state and federally mandated voting devices for voters with special needs; receive federal grant funding for the new voting technology and continue implementation of the federal Help America Vote Act.
- Provide candidates on the November 2006 ballot with informative workshops, efficient filing services, and campaign disclosure reminders and provide public access to the financial disclosure statements and conflict-of-interest filings of more than 1,250 Placer County officeholders and other public officials, political campaigns and committees.
- Continue to fund all ongoing Clerk-Recorder-Elections expenditures from the revenues and fees collected by the department, with no net county cost for operations.

Department Comments

The upcoming budget allows for the Clerk-Recorder and Elections Divisions to meet expectations for service, while increasing contributions to the General Fund, and incorporates strategies to face some exciting technological advances for both the Elections Division and the Clerk-Recorder Division.

Administration & Financial Services

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Implementation of voting devices accessible to disabled persons, required under the federal Help America Vote Act of 2002 (HAVA), are due to be implemented in 2006 in the Elections Division. The costs associated with purchasing the equipment are estimated at \$1,650,000 and will be offset by reimbursements from federal HAVA Grant funds. As of January 1, 2006, the State had only one HAVA-compliant system certified for use in California. The Elections Division is poised and ready to purchase and implement a system that will be both compliant and beneficial to Placer County voters.

Placer County voters turn out in impressive numbers for November General Elections. Voter registration is high and is a positive reflection of the County's aware and involved public. This budget addresses the demands for services, security and new technology for the elections functions, while remaining conscientious of budget constraints.

The Recorder Division continues to research and analyze electronic recording technologies. Draft regulations by the Department of Justice have been published, largely due to the efforts of the County Clerk, and the associated customers and vendors are developing plans for implementation. Electronic recording is expected to greatly enhance service to the public and potentially save budget dollars through reduced mail costs and other related efficiencies.

In summary, the FY 2006-07 requested budget should allow the department to address expected workload demands for both the Clerk-Recorder and Elections Division operations, including some exciting technological challenges. The budget provides funding for the upcoming November 2006 Gubernatorial General Election and scheduled special elections; acquisition of state and federally mandated touch screen voting devices; maintenance of (trust-reimbursed) conservation efforts for preserving the County's historical records; provision of effective voter and candidate services and outreach programs, and continued efforts toward initiating electronic recording and enhanced privacy protections.

County Executive Comments and Recommendations

The department's salaries and benefits were slightly reduced from the previous year, however, all 63 allocated positions remain fully funded in FY 2006-07. The increase in services and supplies is predominantly attributed to increases in professional services for temporary help and an inflationary increase to the ATPAC contract. The department's budget has increased over the previous year, primarily due to the purchase of new equipment, \$1.65 million of which is directly related to HAVA compliant voting machines and materials. The HAVA equipment purchases will be directly offset through state aid funding.

The Clerk-Recorder receives revenues from a number of sources including real property transfer tax, state aid for mandated costs, election services, recording fees, and from Recorder and Micrographic Trusts. Due in large part to the General Election scheduled for November 2006, as well as the anticipated \$1.65 million in HAVA funding, the department's projected revenues for FY 2006-07 are \$1,220,676 higher than the previous year. The resulting impact is a decrease in the department's net county cost.

Department requested funding considerations for final budget:

- Facility lease costs (\$35,000)

Final Budget Changes from the Proposed Budget

The final budget includes increased costs for HAVA touch screen equipment (\$74,850), offset by federal and state funds; servers, two vehicles, and increased pool car usage (\$62,090), offset by Elections funding; and lobby camera / surveillance equipment (\$9,450), offset by trust funds. In addition, the final budget includes rebudgeted expenses for lobby remodel services and equipment (\$16,710) offset by trust funds.

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CORE FUNCTION: CLERK-RECORDER

Recording & Indexing Program

Program Purpose: To provide reliable, current, complete and accessible information to the public, lenders, agencies and other parties regarding ownership and condition of title to real property within the County and to secure and provide copies of such other records as may be required by law to be recorded.

Total Expenditures: \$3,850,476

Total Staffing: 32.0

- **Key Intended Outcome:** Documents affecting real property are promptly and accurately recorded and indexed for use by the public, lenders, insurers, and other agencies and parties.

Recording & Indexing Indicators:	Actual 2003-04	Actual 2004-05	Actual 2005-06	Projected 2006-07
% of property documents presented for recording that are indexed and verified within one business day of over-the-counter acceptance	100%	99.5%	100%	99.5%
% of property documents presented for recording that are indexed within three business days of mail receipt	82%	84%	98%	90%

Program Comments: The Recorder's office averages over 14,600 recordings monthly that are received, examined, cashiered, indexed and scanned (images stored) for immediate use by the public, businesses and agencies, and for archival preservation as permanent Placer County records.

Clerk's/Vital Records Indexing & Copying Program

Program Purpose: To provide the public with accurate and current information regarding births, deaths, and marriages within the County, including certified copies of such documents upon request, while protecting the records from fraudulent use.

Total Expenditures: \$1,263,438

Total Staffing: 10.5

- **Key Intended Outcome:** Vital records are promptly filed or registered and indexed and copies issued for use by the public; fraudulent use of vital records is prevented; public access to indexes and copies are by application only when required by law and public vital indexes comply with the law.

Vital Records Indexing & Copying Indicators:	Actual 2003-04	Actual 2004-05	Actual 2005-06	Projected 2006-07
% of documents and copy requests received that are indexed or issued within three business days of over-the-counter acceptance	99%	99%	96%	99%
% of documents and copy requests received that are indexed or issued within five business days of mail receipt	88%	58%	82%	90%

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Program Comments: Privacy concerns continue to shape legislation related to access to Clerk-Recorder records. The total volume of Clerk-Recorder transactions increased 1.6% from 56,058 in 2004 to 56,962 in 2005, averaging over 4,745 documents received and copies issued monthly.

CORE FUNCTION: ELECTIONS (REGISTRAR OF VOTERS)

Voter Registration & Outreach Program

Program Purpose: To encourage voter registration through outreach programs and timely and accurate registration processes that will provide all eligible adult residents of the County with maximum opportunities to participate as citizens by voting in elections.

Total Expenditures: \$1,091,181

Total Staffing: 5.0

- **Key Intended Outcome:** Voter registration is increased and sustained.

Voter Registration & Outreach Indicators:	Actual 2003-04	Actual 2004-05	Nov 2005 Special	Projected 2006-07
% of all eligible voters registered to vote in Placer County	81.73%	86.79%	80.44%	85.00%
% of all eligible voters registered to vote in the State of California	68.95%	75.00%	70.67%	75.00%
Placer County's rank compared to other California counties in the percentage of eligible voters registered to vote	6 th highest in the state	10 th highest in the state	15 th highest in the state	8 th highest in the state

Program Comments: Placer County has among the highest percentage in the State of eligible voters registered to vote due to the department's voter outreach programs, its convenient and service-oriented voter registration efforts, and to the County's demographics (percentage of older citizens). The County had 177,778 registered voters for the November 2005 Special Statewide Election; this number is expected to increase for the November 2006 Gubernatorial General Election.

Conducting Elections Program

Program Purpose: To maintain the integrity of the elections process for voters and citizens by conducting fair, convenient, and legally compliant elections, and to provide timely and accurate summary voting information to the media, the interested public, and the Secretary of State's Office.

Total Expenditures: \$2,618,836

Total Staffing: 12.0

- **Key Intended Outcome:** Placer County elections are fair and legally compliant, and vote counting is timely and accurate.

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Conducting Elections Indicators	Actual 2003-04	Actual 2004-05	Nov 2005 Special	Projected 2006-07
% of registered voters in Placer County who vote in statewide elections	57.17%	84.33%	61.26%	75.00%
% of registered voters in California who vote in statewide elections	44.29%	76.04%	50.14%	65.00%
% of the semifinal official canvass (election night counting) completed within three hours of the close of polls	100%	97%	79%	99%
% completion and filing of the official canvass and statement of results within 30 days following each election	100%	100%	100%	100%

Program Comments: The department's outreach efforts, Placer County demographics and an interested electorate all contribute to higher than average election participation by the County's registered voters. Regarding election night vote counting, the County currently transmits vote counts from regional receiving centers—to which individual precincts bring their ballot tabulations and election materials after the polls close—into the County's "Election Central" for timely election night compiling and reporting. In the November 2005 Special Statewide Election, election night counting was completed by 11:32 p.m.

Candidate/Public Official Services Program

Program Purpose: To encourage voter participation by increasing the number of candidates running for office through provision of various candidate services and to assure full compliance with the Fair Political Practices Act by candidates and public officials within the County.

Total Expenditures: \$763,827

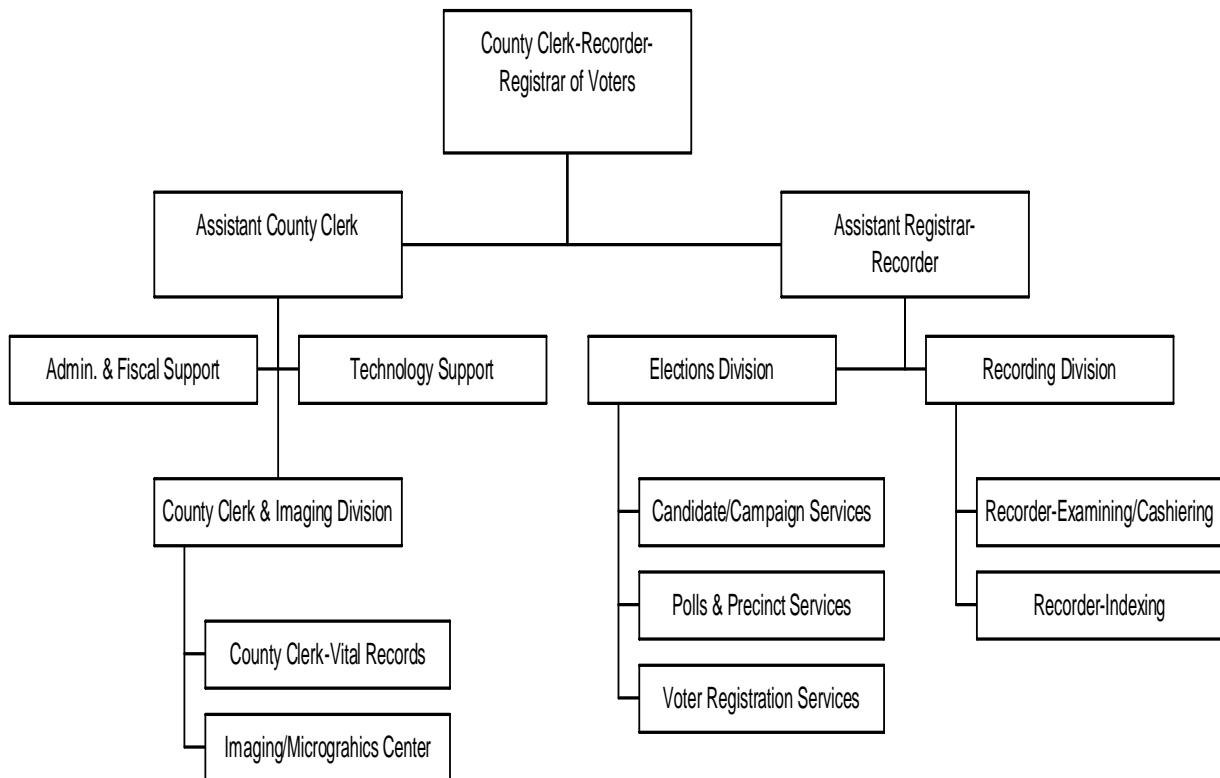
Total Staffing: 3.5

- **Key Intended Outcome:** Voters have choices of eligible candidates to vote for and Placer County candidates and public officials comply with reporting and filing requirements.

Candidate/Public Official Services Indicators:	Actual 2003-04	Actual 2004-05	Actual 2005-06	Projected 2006-07
% of city, special and school district elections with more than one candidate per race	N/A (No General Election)	39.8%	N/A (No General Election)	40.0%
% of candidate campaign statements and public official conflict-of-interest reports filed timely with the County Clerk	95%	91%	92%	95%

Program Comments: The department is committed to supporting candidates for local races through candidate workshops and knowledgeable staff assistance to further participative electoral democracy in the County. Similarly, timely campaign statements and conflict-of-interest filings help ensure ethical and legally compliant elections and governance. The County is responsible for processing and maintaining over 1,250 annual conflict-of-interest reports as well as numerous political and committee campaign filings.

COUNTY CLERK–RECORDER REGISTRAR OF VOTERS



COUNTY CLERK-RECORDER / REGISTRAR OF VOTERS
APPROPRIATION SUMMARY
Fiscal Year 2006-07

ADMINISTERED BY: COUNTY CLERK-RECORDER / REGISTRAR OF VOTERS

Appropriation	FY 2005-06		FY 2006-07	
	Actual	Position Allocations	BOS Adopted Budget	Position Allocations
GENERAL FUND County Clerk/Recorder	\$ 6,841,599	63	\$ 9,662,253	63
TOTAL ALL FUNDS	\$ 6,841,599	63	\$ 9,662,253	63

County Clerk-Recorder

General Fund

Fund: 100

Subfund: 0

Appropriation: 22300

Budget Category (1)	Actual 2004-05 (2)	Actual 2005-06 (3)	Dept Req 2006-07 (4)	CEO Rec 2006-07 (5)	BOS Adopted 2006-07 (6)
Salaries & Benefits					
1001 Employee Paid Sick Leave	64				
1002 Salaries and Wages	2,281,946	2,546,233	3,150,907	3,130,447	3,130,447
1003 Extra Help	20,942	56,385	77,760	50,000	50,000
1005 Overtime & Call Back	38,973	31,370	52,575	52,575	52,575
1300 P.E.R.S.	412,757	524,678	659,705	654,291	654,291
1301 F.I.C.A.	181,732	201,878	254,998	247,326	247,326
1303 Other - Post Employment Benefits			102,404	101,740	101,740
1310 Employee Group Ins	415,374	507,342	582,040	582,040	582,040
1315 Workers Comp Insurance	46,610	49,914	72,591	72,055	72,055
Total Salaries & Benefits	3,398,398	3,917,800	4,952,980	4,890,474	4,890,474
Services & Supplies					
2051 Communications - Telephone	98,898	109,819	107,300	107,300	107,300
2290 Maintenance - Equipment	37,228	28,045	43,790	43,790	43,790
2291 Maintenance - Computer Equip	144,643	172,045	197,878	197,878	197,878
2439 Membership/Dues	3,729	3,449	4,300	4,300	4,300
2481 PC Acquisition	23,417	27,227	75,300	75,300	75,300
2511 Printing	80,392	91,988	70,000	70,000	70,000
2522 Other Supplies	30,269	43,505	45,000	45,000	45,000
2523 Office Supplies & Exp	72,011	72,642	73,975	77,975	77,975
2524 Postage	235,529	289,359	307,185	307,185	307,185
2555 Prof/Spec Svcs - Purchased	379,779	360,676	236,200	276,960	276,960
2556 Prof/Spec Svcs - County	28,086	130	24,250	24,250	24,250
2701 Publications & Legal Notices	7,983	18,593	18,910	18,910	18,910
2709 Rents & Leases - Computer SW	24,238	26,737	30,000	27,141	27,141
2710 Rents & Leases - Equipment	31,911	21,718	21,500	21,500	21,500
2727 Rents & Leases - Bldgs & Impr	56,275	60,771	98,200	63,200	63,200
2770 Fuels & Lubricants	120	1,122			
2831 Precinct Costs	221,465	496,668	344,600	362,600	362,600
2832 Election Outreach Costs	10,779	7,982	15,252	15,252	15,252
2833 Voter Registration Supplies	586		5,000	5,000	5,000
2834 Election Supplies	1,333	3,538	76,000	25,000	25,000
2835 Ballot Printing & Materials	503,694	714,907	510,000	510,000	510,000
2840 Special Dept Expense	15,615	64,330	193,700	193,700	193,700
2844 Training	6,295	7,754	5,200	5,200	5,200
2860 Library Materials	6,070	9,813	5,200	5,200	5,200
2931 Travel & Transportation	22,656	13,523	27,010	27,010	27,010
2932 Mileage	1,041	3,481	3,505	3,505	3,505
2941 County Vehicle Mileage	18,500	25,114	14,000	14,000	20,800
2965 Utilities		2,389			
Total Services & Supplies	2,062,542	2,677,325	2,553,255	2,527,156	2,533,956
Other Charges					
3810 Lease Purchase Principal	1,137,029				
3830 Lease Purchase Interest	70,827				
3908 Penalties	4,783				
Total Other Charges	1,212,639				
Fixed Assets					
4451 Equipment		25,793	1,811,000	1,811,000	1,909,290
Total Fixed Assets		25,793	1,811,000	1,811,000	1,909,290
Other Financing Uses					
3776 Contrib Auto Working Capital					42,500
Total Other Financing Uses					42,500
Charges From Departments					
5405 I/T Maintenance - Bldgs & Improvem	35,803	43,022	71,500	71,500	87,010
5456 I/T Miscellaneous Expense	60,000				

County Clerk-Recorder

General Fund

Fund: 100

Subfund: 0

Appropriation: 22300

Budget Category (1)	Actual 2004-05 (2)	Actual 2005-06 (3)	Dept Req 2006-07 (4)	CEO Rec 2006-07 (5)	BOS Adopted 2006-07 (6)
5527 I/T Prof Services A-87 Costs		60,000	60,000	60,000	60,000
5552 I/T - MIS Services	92,714	108,699	134,023	134,023	134,023
5556 I/T - Professional Services	1,299	7,686			
5844 I/T Training	275				
5880 I/T-Public Safety Svcs	6,288	8,276	5,000	5,000	5,000
Total Charges From Departments	196,379	227,683	270,523	270,523	286,033
Gross Budget	6,869,958	6,848,601	9,587,758	9,499,153	9,662,253
Less: Charges to Departments					
5002 I/T - County General Fund	(11)	(6,822)			
5004 I/T - Road Fund	(30)	(150)			
5008 I/T - County Office Bldg Fund		(30)			
Total Charges to Departments	(41)	(7,002)			
Net Budget	6,869,917	6,841,599	9,587,758	9,499,153	9,662,253
Less: Revenues					
6168 Real Prop Transfer Tax	(6,693,486)	(5,824,042)	(4,475,000)	(4,475,000)	(4,475,000)
7232 State Aid - Other	(935,709)	(34,586)	(1,650,000)	(1,650,000)	(1,650,000)
7234 State Aid - Mandated Costs	(18,958)	(479,522)	(200,000)	(200,000)	(200,000)
7326 Federal - Other	(81,376)				(74,850)
8117 Election Services	(1,020,177)	(133,182)	(750,000)	(750,000)	(892,000)
8141 Civil Process Services	(24,000)	(21,360)	(21,000)	(21,000)	(21,000)
8155 Recording Fees Recorder	(1,957,820)	(1,844,361)	(1,900,000)	(1,900,000)	(1,820,090)
8156 Micrographic Fees	(65,132)	(209,422)	(437,625)	(437,625)	(454,335)
8218 Forms and Photocopies	(5,633)	(5,829)	(5,000)	(5,000)	(5,000)
8254 Recorders Automation Fees	(246,979)	(461,093)	(587,823)	(587,823)	(597,273)
8312 Candidates Statement Fees	(46,952)	(16,540)	(27,000)	(27,000)	(27,000)
8762 State Compensation Insurance R		(1,359)			
8764 Miscellaneous Revenues	(8,834)	(9,495)			
Total Revenues	(11,105,056)	(9,040,791)	(10,053,448)	(10,053,448)	(10,216,548)
Net County Cost	(4,235,139)	(2,199,192)	(465,690)	(554,295)	(554,295)